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UNITED STATES GOVERNMENT

Memorandum

25X1A TO : Plans and Management Staff, OTR
ATTN : [REDACTED]
FROM : Language School, OTR

DATE: 17 May 1968

25X1A SUBJECT: Use of [REDACTED] - FY68

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1. Information contained in this memorandum gives essential information on the use of [REDACTED]

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2. Total use of [REDACTED] - FY68

Language

Total days	101
Total languages	11
Total students	
and guests	174
Total instructors	87
Total groups (trips)	31

Other

Office of Security	6 trips
Office of Commo	2
Office of Logistics	1
NPIC	1
[REDACTED]	2
TSD	1
Studies in Intelligence	3 (9 to 10 persons)
OTR	<u>4</u>

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Total 20

3. The Language School does not keep the number of persons involved in trips other than language groups.

4. The total number of students include guests. We classify guests as those persons not presently enrolled in classes. Categorized as:

a. Former students who wish to maintain their proficiency.

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GROUP 1
Excluded from automatic
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b. Personnel who have a degree of fluency and wish to maintain and practice their language.

c. Spouses of employees who are actively pursuing the study of the language.

d. Chaperones for mixed groups. (Frequently the spouses of contract personnel who are fluent in the language and in reality become instructors.)

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MEMORANDUM OF UNDERSTANDING

The following understanding exists between the Director of Communications and the Director of Training regarding the use of the [REDACTED] and responsibilities attendant thereto:

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2. The Director of Training is responsible for the following:

- a. Complete operational control of the use of [REDACTED] and of his personnel as tenants of the property. 25X1A
- b. All phases of security of the site while occupied by OTR. This includes suitable briefings and debriefings for personnel coming to and departing from [REDACTED] 25X1A
- c. Maid Service.
- d. Transportation.
- e. Procurement of all furnishings and supplies.
- f. Procurement, preparation, storage and serving of food.

3. [REDACTED] is responsible for the following:

- a. Maintenance of [REDACTED] in the same manner as other properties are maintained [REDACTED] This will include:
 - (1) Painting of buildings when necessary.
 - (2) Servicing of all utilities.
 - (3) Upkeep of grounds and roads.
 - (4) Providing laundry service and garbage disposal service.
 - (5) Installing and maintaining fire extinguishers including periodic inspection.
- b. When requested by the Director of Training, pay any bills incurred by OTR in the operation of [REDACTED] and charge these payments to the Office of Training as is now done for the Office of Communications. All expenses for normal maintenance as listed in 3.a. above will be charged to [REDACTED] account.

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